

JOB DESCRIPTION

JOB TITLE: Data Entry Operator

GRADE: 8

JOB CODE: 1411

DATE: 3/30/95

GENERAL FUNCTION: Operate data entry equipment such as on-line data entry through video and network terminals, and performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Receives respective forms from service staff upon completion of service, inspection, or regulation.

Enters data via data entry equipment. Data would consist of one or more forms completed by service staff that provide medical or environmental service and records such on appropriate forms. May also include data entry for appointment system.

Verifies and corrects data via data entry equipment.

Returns form, once entered, to appropriate staff for filing or appropriate disposition.

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

SUPERVISION EXERCISED: Positions in this class are not assigned direct supervisory responsibilities; however, checking work for accuracy may be a requirement

JOB SPECIFICATIONS:

Knowledge and Abilities:

Ability to communicate effectively with other employees.

Skill in the use of data entry equipment.

Ability to make decisions in accordance with standards, policies and procedures.

Ability to establish and maintain effective working relationships with other employees and supervisory staff.

JOB TITLE: Data Entry Operator (Continued)

JOB CODE: 1411

Minimum Education, Training, and Experience Requirements: High school diploma or GED and two years of experience in data entry, typing, or clerical activities.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.